Cambridgeshire County Council

Bi-monthly magazine for all employees

countywide

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EQUALITY FRAMEWORK FOR LOCAL GOVERNMENT

INVESTORS IN PEOPLE | Silver

Beacon Authority 2009-2010

POSITIVE ABOUT DISABLED PEOPLE

Stonewall TOP 100 EMPLOYERS 2010

orbit
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countywide

delivery

countywide is produced by the Corporate Communications Team for all employees of Cambridgeshire County Council.
Don't get a copy, or receive too many? Let us know

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http://camweb/cd/countywide

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our vision
Creating communities where people want to live and work: now and in the future

Fancy helping to produce *countywide*? Email countywide@cambridgeshire.gov.uk - new writers welcomed.

January's *countywide* placement – Sally Sadler, Primary Modern Foreign Languages Coordinator, Cambridgeshire Advisory Service

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Six steps to return power to the people

Six essential actions to create a new decentralised Britain, where power belongs to the people, have been set out by the Coalition Government.

They are to:

1. Lift the burden of bureaucracy - by removing the cost and control of unnecessary red tape and regulation.

2. Empower communities to do things their way - by creating rights for people to get involved with, and direct the development of, their communities.

3. Increase local control of public finance - so that more of the decisions over how public money is spent and raised can be taken within communities.

4. Diversify the supply of public services - by ending public sector monopolies, ensuring a level-playing field for all suppliers, giving people more choice and a better standard of service.

5. Open up government to public scrutiny - by releasing government information into the public domain, so that people can know how their money is spent, how it is used and to what effect.

6. Strengthen accountability to local people - by giving every citizen the power to change the services provided to them through participation, choice or the ballot box.

Pensions in the headlines

Lord Hutton is looking at the future of the Local Government Pension Scheme. His first thoughts were summarised in the Pensions Planning newsletter, distributed to all scheme members in December. He is due to produce a final report to Government prior to the next budget.

You will pleased to know Local Government Shared Services has written to him and is supporting the need for a high quality pension scheme for public sector employees. We now await his final report and Government decisions on the future shape of your pension scheme.

See the newsletter and Hutton response at www.cambridgeshire.gov.uk/lgps

£7 MILLION SAVED

Local Government Shared Services (LGSS) will save a total of £7m over seven years, having recently signed a new hosting contract for our shared ERP* platform - the technology behind our E-business applications. The new contract, with Fujitsu, is fantastic news for us and our partners, Northamptonshire County Council.

LGSS | Cambridgeshire County Council | Northamptonshire County Council

* Enterprise Resource Planning (ERP) system is an integrated computer-based application

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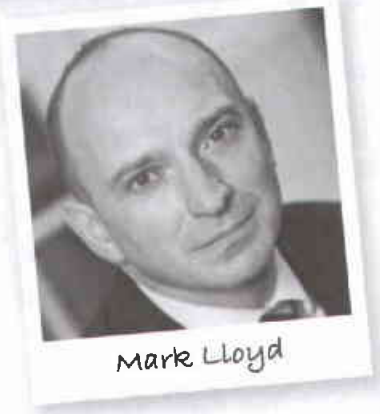
Leading columns

Chief Executive

Mark Lloyd



"The Council will become leaner and even more efficient, will allow communities to step up and help themselves, will focus its resources on the most vulnerable residents and provide essential universal services."

Following the release of the Council's Grant Settlement figures just before Christmas, the final pieces of work on the draft Integrated Plan for 2011/12 have been taking shape.

Our Settlement turned out to be broadly in line with our forecasts and so in the next fortnight we will publish papers on the Integrated Plan which will go to the Cabinet towards the end of January enabling them to make recommendations to a meeting of the County Council in February.

As we announced before Christmas, the Integrated Plan will contain proposals for radical change and transformation.

If approved, the proposals mean the Council will become slimmer and even more efficient, will allow communities to step up and help themselves, will focus its resources on supporting the most vulnerable and providing essential universal services.

Many services will change, some will end, or be provided through other partners, the voluntary and community sectors.

We will be devolving decision making, commissioning and the running of some services to local level, where people are best placed to decide which services they need.

We will be working with partners, to make sure whoever is best suited to provide services which deliver the right outcomes and the best value does so.

We'll help communities to step up and step in where we can't provide services. We'll listen more, instead of taking a top down approach.

We'll work more closely with individuals and carers on personalising care, so that people can take their own decision on what is right for them.

We'll focus on preventing people needing high levels of care and support and when people do need it, we'll intervene early and for shorter periods of time.

We'll continue to protect the most vulnerable and needy residents and we'll make sure the safety net is still there.

The process of change will not be easy. We will employ fewer people because we will be a smaller organisation which commissions many services rather than runs them directly. Job losses are an inevitable part of the process, but we will do all we can to minimise the impact.

We've been freezing posts as they have become vacant and some colleagues will retire or move to a job elsewhere.

We will continue to update you, talk to you and listen to you as we move through the process of agreeing the Integrated Plan.

Mark Lloyd

Leader of the Council

Cllr Jill Tuck

"The Localism Bill is set to completely change the face of public services - significantly decentralising power and decision making."

The Localism Bill has been published and contains areas where the Council is already ahead of the game, and others which will require more detailed analysis of the impacts and implications.

Essentially localism means devolving decision making, commissioning and providing services to localities when and where it is appropriate.

What seems certain is the Localism Bill is set to completely change the face of public services - significantly decentralising power and decision making.

One area where we are already making progress is on the "Community right to buy" - this enables community groups to express an interest in bidding for Council assets. It's already the basis of our current policies, so that buildings which are no longer in use or will shortly be vacated can by purchased by other bodies at a fair value.

Localism is not the only solution to the challenges we face in the months and years ahead.

We will be collaborating far more closely with partners in the public, private, community and voluntary sectors than before. It makes financial sense, and allows us to leave who runs services to the organisation best placed to do it. After all, we will be working in an environment where there will be far less funding for services for many years to come.

The huge changes ahead are going to be tough but at the same time the way this agenda enables communities to take control is exciting. We have the people and partners who I know will come up with the right solutions with and for our communities. Soon that work will begin in earnest.

Jill Tuck

SAVING

SQUEEZING every penny out of every pound

CCC is facing an unprecedented challenge this year – to drastically reduce spending and bring in more than ever before. Over the last year you have responded in droves with ideas on how to do this – here are some which are being put into action.

Just don't spend it

Towards the end of the financial year avoid spending remaining money on non-essential items. Contrary to popular belief underspends can be carried forward into the next financial year at Service level and then allocated by the relevant Executive Director.

Eat your words

New eating arrangements for those on courses at professional development centres are in place, as food is often no longer supplied. Delegates may now take their own food to Godmanchester and Cambridge Professional Development Centres. Both also now sell food and beverages. Catering & Cleaning Services will continue to offer a corporate catering service should room-bookers require it.

Every little counts

Have you noticed the two-colour pages in *countywide* this issue? Printing eight pages in two-colour has saved £80 on the printing costs. Full colour pages are still needed for advertising pages.

By going through the design and print framework contracts, reducing colour and selling more advertising, *countywide* not only pays for itself, it is set to make a profit next financial year. *Countywide* is the only printed publication for employees, so this is good news for readers not online.

Room for savings

Policy now states that wherever possible non-charged CCC rooms should be used for all meetings and training. CCC aims to reduce the amount spent on hiring external venues buy at least 10%. Where non-charged rooms really won't do the job check out using one of the range of chargeable internal venues or community facilities such as village halls.

Paper matters

Publications come at a price and Cabinet has said that nothing should be produced until the end of the financial year (31 March 2011) without the approval of the relevant Cabinet Member, or the Corporate Communications team. This action arose from the ongoing Publications Audit and the move will not only find savings, but will lead to more consistency and less duplication in future.

Designs on a framework

A new Design Framework Contract has been introduced which has the potential to save CCC up to 25% off all design work across the authority, within one year. It works the same as the print framework contract. Search for 'design' on CamWeb for more information and the form you need.

Online saves time

An expenses e-form is being set up as part of the Oracle e-business Self Service software. It will enable employees to electronically submit, authorise, approve, track and retrieve data.

Electronic paper payslips will also be here in a couple of years. The Oracle Employee Self-Service system has to be developed before this can happen.

A lot of these ideas are corporate, but are there things you can do within your Service? If you have an idea, share it. Type 'efficiency bright ideas' into the CamWeb search box or call 699284. All ideas investigated and answered.

Is your Service finding creative ways of generating income? Share your success, email **countywide@cambridgeshire.gov.uk**

Idea noted

Many employees are now using cheap spiral bound notebooks instead of hard A4 ones. Also ensure your printer is set to two-up and double sided. Not sure how? Contact Business Support Helpdesk on 717333.

Park at a price

Employees who wish to park at Shire Hall on a Saturday are now charged £5.00, the same as the public. Sunday parking arrangements stay the same, with the underground car park remaining closed and the Members' outdoor car park still free.

Income through history

The Historical Research Service is generating income for CCC.

Senior Archivist Sue Sampson said, "Despite the proliferation of genealogical information on the web there is no substitute for research carried out by experienced employees using original records."

Since April 2010 the service has had 188 orders, bringing in thousands of pounds in income. Enquiries have come from as far afield as Australia and the USA. Charges start from £20 for half an hour's research.

Give Meeting Exchange a go

Go along to a free 60 minute training session. These take place on January 11, 14 and 24 in Shire Hall (four time options) and on January 21 in Hereward Hall, March (two time options).

The community take the lead

Localism will be the focus of all our services in future years. *Countywide* uncovered some great work going on out on the patch.

John Ricketts, one of the centre's trustees, celebrating at the taster event

When Fulbourn's Older People's Day Service was threatened with closure last summer, it was greeted with a strong reaction from the local community.

Service users, their friends, relatives and fellow villagers launched a campaign to try and save the day centre. In response to this Councillor Nick Clarke and officers set up a meeting with all those concerned about the closure, including carers and representatives at both the district and parish council.

The meeting led to a shared understanding and everyone came away realising that, whilst it was not possible to save the existing centre there was potential to create a new service.

A steering group was also set up to discuss possible options for the future of the service and also made visits to other services for inspiration.

Local drive won the day

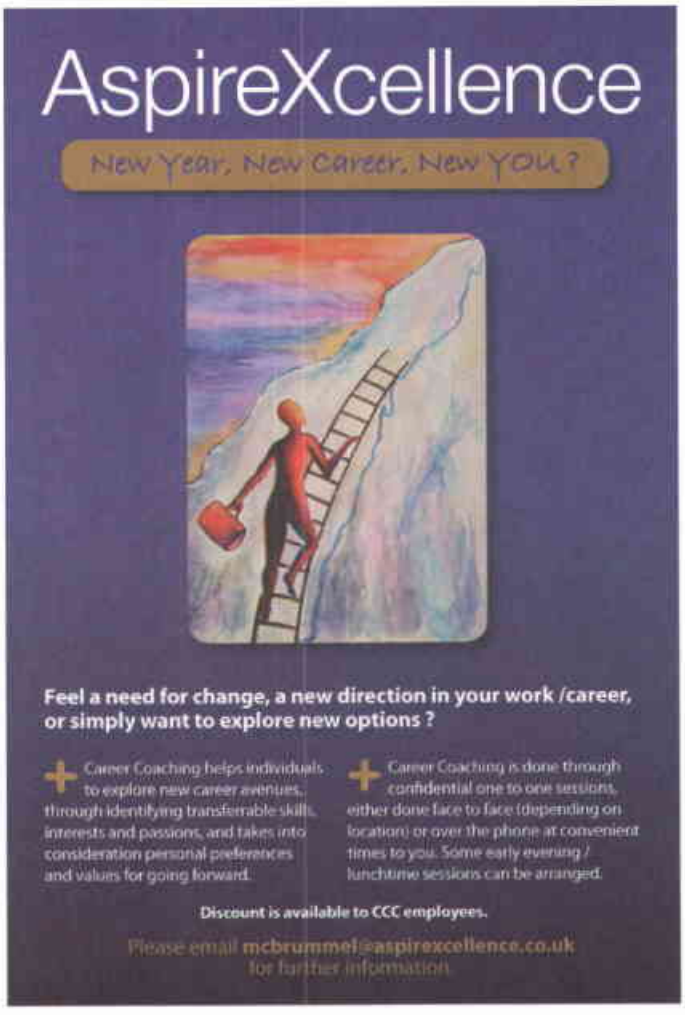
With the drive and enthusiasm of the local people it became clear that a local community led initiative was a real possibility. The preferred option was a partnership approach and as a result the group set up a meeting with Crossroads Care, a national provider of carer support. After discussions an agreement was made to work together to provide the service and Fulbourn Day Centre was created.

The service is now homed at the activity centre in Fulbourn, which is provided by South Cambridgeshire District Council with Crossroads Care providing qualified staff to deliver a safe service to vulnerable older people.

A taster event was held in October and was attended by a number of people from the closing centre, one of which said: "It was amazing to see so many people here. We didn't think we'd find anywhere where we could meet and keep together as a group."

The service has now officially opened its doors and early feedback from those attending is overwhelmingly positive.

Do you have examples of localism in practice?
Send them to countywide@cambridgeshire.gov.uk or call 01223 699284.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Save time and money on providing nibbles for your guests.

Party Food Planner at LoveFoodHateWaste.com removes the guesswork and helps you avoid wasting food by suggesting how much to cook.

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LoveFoodHateWaste.com is supported by CCC's Waste Management Services, as part of the RECAP Partnership.

Did you know...?

You can save up to £50 a month by reducing the amount of food going to waste? LoveFoodHateWaste.com is there to inspire and help you save money and the environment.

Performance matters ...locally

The message is clear ... CCC should be accountable to the people of Cambridgeshire for its performance ... not central Government.

This means making financial and performance data easier for the public to access, e.g. the publication of details of spend over £500.

The Government has abolished the Audit Commission, the Comprehensive Area Assessment, the Local Area Agreement and the National Indicator Set. This has been to reduce the burden of collecting and reporting performance data to central Government.

The National Indicator Set is to be replaced by a small set of indicators and managers are currently reviewing the data they need to ensure they understand their service and that it is performing to the standard expected.

This is part of a wider review of our performance management. We're working to ensure the work we are all doing is having the desired effect... and what we can do about it if it isn't.

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New Year, New You

2011 may hold questions for you but there are many things you can do to charge up your energy levels and take control.

1 FLEX AND BEND

De-stress in a steam room or tone up through tennis with CCC's help. CCC has negotiated discounted membership in over 20 gyms and fitness centres across the county. Getting even a little bit fitter will boost your energy, motivation and confidence.

For further information and a list of venues type 'discounted gym membership' into the CamWeb search box.

2 NETWORK

Try to talk to at least one person in another Service every week.

3 LEARN MORE

Take a look at Mark's Blog on CamWeb at least once a week.

4 WALKING WORKS

Promise yourself a proper lunchtime break and try walking. There are so many benefits, type 'walking' into the CamWeb search box to find our more.

For weekend walks check out the wealth of information on local walks at the 'Countryside and Rights of Way' area on CCC's website. Zoom in on interactive maps, see ideas for a 'Walk of the Month' and home in on snippets of historical and environmental information.

Contact Kate Day, Countryside Services Team Leader on 01223 715615 for the latest updates.

5 TRY OUT CAR SHARING

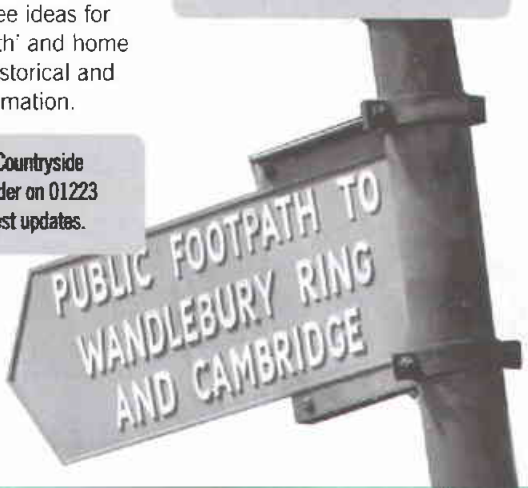
Save fuel costs by car sharing to work. Register on CamShare and search for a driver or a passenger or both. Save money on fuel and parking, ensure that fewer cars are on the road and enjoy some company on the way to work!
Visit www.camshare.co.uk

Use public transport for work journeys. Become time rich by doing emails and paperwork en route. Type 'Public Transport' into the CamWeb search box.

6 KEEP IN TOUCH WITH TOUCHDOWN CENTRES

Would you know where to find a touchdown centre if work took you to a new part of the county? If you have an event away from your usual base, try using a touchdown centre or a workwised desk for the rest of the day to maximise work time and reduce travel.

Find out where they are type 'touchdown centre' into the CamWeb search box.



7 REALLY STOP SMOKING

Don't just talk about it – take the first steps by contacting CAMQUIT on 0800 0184304 (weekdays 9.30am - 8.30pm, weekends 10.00am - 2.00pm). An advisor will support you over six weeks and provide you with a Nicotine Replacement Therapy voucher.

8 YOUR CAREER DEVELOPMENT, YOUR WAY

Make the most of your appraisal by taking time to reflect more often, and making use of support from your line manager. Don't be shy of asking for advice or feedback.

Take opportunities to shadow others, or widen your experience on a secondment.

Mentoring, coaching and e-learning are also great ways to learn.

9 THREE REASONS TO CYCLE

- Regular cyclists are as fit as an average person 10 years younger.
- Cycling raises your metabolic rate.
- The average cost of annual bike maintenance is £75.

The Cycle Cambridge team provides free one-to-one Bikeability cycle training for all CCC employees.

To book a session call 699154.

When schools have to close

Snow, floods and broken down heating systems are just some of the reasons schools occasionally have to close. Advice has gone to schools about what to do if this happens.

The ultimate decision to close a school rests with the headteacher but CCC can advise and should be informed.

Schools should contact EmergencySchool.Closure@cambridgeshire.gov.uk using a confidential password. Emails are checked from 7.30 am on bad weather days and information placed on CCC's website. Search for 'Cambridge School Closure' on www.cambridgeshire.gov.uk

Local radio stations will also broadcast information if schools contact them.

For more information contact Education Officer Amanda Askham on 01223 703565.

Academy offer widened

Good schools, with outstanding features, are automatically eligible to apply for academy status. Previously only outstanding schools could automatically apply.

In addition Education Secretary Michael Gove and Prime Minister David Cameron are inviting all primaries and secondaries to seek academy status - providing they team up with a school classed as outstanding by Ofsted.

Of around 21,000 schools in England 347 currently have academy status.

Eighty of these have been created since the coalition government came to power and changed the focus of academy status from struggling to outstanding schools. Since last July, 224 schools have applied for academy status.

Tough decisions on youth services

Cabinet Members have decided to create an Integrated Youth Support Service from the two existing services, Youth Work and Connexions. This will result in savings of £1m, one third of the current budget for the two services. Integrating the two services is intended to minimise the impact of savings on front-line activities.

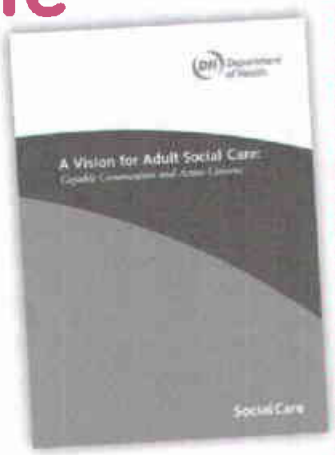
This will unfortunately mean that the number of full time equivalent posts which can be afforded will drop by 38, from 110 to 72 posts.

Vision for adult social care

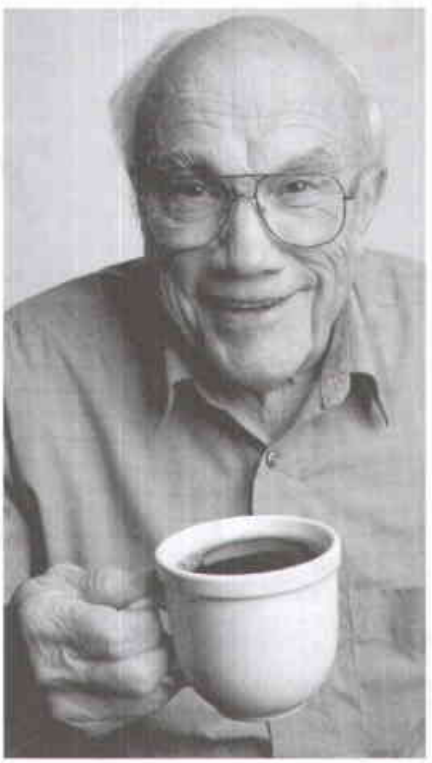
The Government has set a target for councils to offer personal budgets to one million social care service users by 2013 as part of its vision for social care.

Paul Burstow, Care Services Minister, said he wanted to see everyone eligible for a personal budget to receive one by that date, preferably as a direct payment. The vision also includes: increasing preventative action to keep people independent, breaking down barriers between health and social care funding and encouraging individuals, communities, and the voluntary sector to play a role in the delivery of social care.

CCC is already well on track with this target (as announced in November's Countywide). The service has also recently undergone its annual Care Quality Commission (CQC) assessment and has received some great feedback. CQC concluded that they are performing well above expectation and in some cases have been rated as excellent.



It's all about us!



Featuring the stories of eight people from Cambridgeshire who are Self-Directing their own support, 'It's all about us!' is a short film looking at some of the different ways that people are using their Personal Budgets.

The stories come from across the service areas - learning disability, physical disability, older people and mental health - and include interviews with the individuals who are using services, their families and carers, and some of the workers who are supporting them.

The film, which has been produced by the SDS Reference Group of service users and carers, is being launched with a showing to an invited audience at the Arts Picturehouse in Cambridge at the end of January. Copies of the stories featured will be available online following the launch.

Team praised over **rise in adoptions**

A downward trend in the number of children being adopted has been bucked in Cambridgeshire.

The number of youngsters moving from care to adoption in the county went up by 4.5 per cent over the last year – compared to a national decrease of 15 per cent.

The figures were welcomed by Cllr Martin Curtis, CCC's Cabinet Member for Children.

He said: "I am impressed by the hard work and skill of our adoption team in making sure the number of children being adopted continues to rise.

"Most importantly, they put the needs of the child first, and I can ask for no greater commitment than this."

CCC is still struggling to find people who are willing to adopt sibling groups, children aged four and upwards, children with disabilities, and children from black and ethnic minority groups.

Anyone interested in finding out more should contact the adoption team on 0800 0520078.

Transitions Team highly commended at social care "Oscars"

CCC's Transitions Team has been highly commended after reaching the final three of the prestigious Skills for Care Accolade awards. They beat off stiff competition to make the final judging for the Most Innovative Workforce Development Practice in a Specialist Service category.

Skills for Care Chair Professor David Croisdale-Appleby, said: "Even being nominated for an Accolade is a massive achievement, recognising the Transitions Team as one of the best service providers in England, and our judges were impressed by the outstanding quality of the services they provide."

The 'highly commended' achievement is the second accolade for Adult Social Care Services – after they were recently praised in an annual inspection conducted by the Care Quality Commission (CQC) which concluded that services in the county were performing well above expectation.

To find out more about the Transitions Team see the CCC website: http://www.cambridgeshire.gov.uk/social/transition/schdpldtransteam.htm

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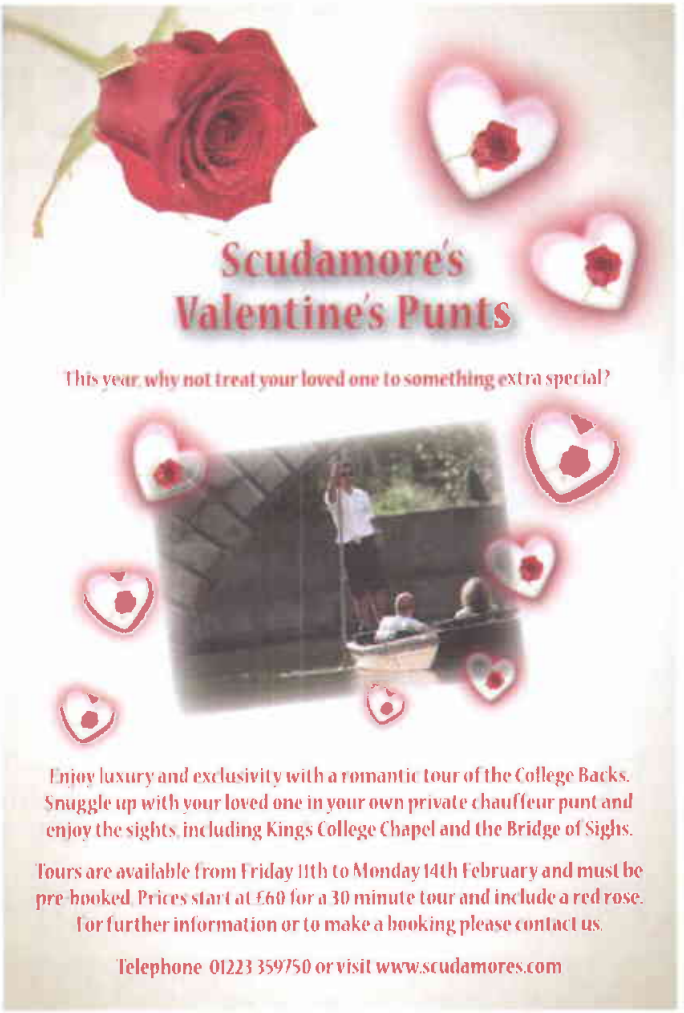
Scudamore's
Valentine's Punts
This year, why not treat your loved one to something extra special?
Enjoy luxury and exclusivity with a romantic tour of the College Backs. Snuggle up with your loved one in your own private chauffeur punt and enjoy the sights, including Kings College Chapel and the Bridge of Sighs.
Tours are available from Friday 11th to Monday 14th February and must be pre-booked. Prices start at £60 for a 30 minute tour and include a red rose. For further information or to make a booking please contact us.
Telephone 01223 359750 or visit www.scudamores.com

Competition WINNER: Snow White on Ice

Since the last edition all nominators of Service awards were entered into a prize draw to win a family ticket to see Snow White on Ice at The Corn Exchange, Cambridge.

Congratulations to Gemma Faulkner, Business Support Officer, CYPS - hope you and your family enjoyed the show.

service stars win ROCS

Thank YOUR colleagues

Enter a colleague for a Service Award and show them how much they are valued. Each monthly Service Award winner is put forward for a ROCS Award.

Corporate Directorates – You are a Star
hubbub@cambridgeshire.gov.uk (email address kept for Service Award nominations only)

Children and Young People's Services fis@cambridgeshire.gov.uk

Environment Services – Excellence for Environment
esnews@cambridgeshire.gov.uk

Community and Adult Services – GEM of the month
broadcast@cambridgeshire.gov.uk

ROCS star

STAR...

Tireless champion for green travel... Sarah Bedford

Sarah is an environment and business travel officer in ES. She has been nominated for her work in delivering a new approach to encouraging reduction in business mileage.

Nominator Hannah Fox, Climate Change Team Leader, said: "'Sarah has shown tenacity and has always kept a positive and pragmatic attitude, despite the many potential barriers."

Stephen Moir, Corporate Director, added: "Since taking on the role Sarah has been a tireless champion for green travel and of the need to encourage people across the whole organisation to reduce unnecessary business mileage. Sarah has continued to be positive in her approach, enthusiastic and energetic and this has meant we've made real progress already."

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SERVICE stars

Conscientious and professional...
Thomas Woolhouse

Thomas Woolhouse

Tom, a Definitive Map Officer, ES, has been nominated by Camilla Haggett, Definitive Map and Records Team Leader, for presenting to all customers, internal and external, exactly the service they would wish to see.

Camilla said: "The Council was approached about a year ago by Thriplow Parish Council, to create a safe, off-road walking and cycling link. In conjunction with Karen Champion, Rights of Way Officer, and Robert Smith, the local farmer, a new bridleway route was agreed together with a number of changes to existing footpaths to improve both public access and land management.

"It turned out to be a complex case requiring careful and coordinated consultation, dealing with an initial objection to the scheme, mapping and legal work. Tom prioritised the case in amongst an already heavy caseload to ensure that no more than a year from first contact the package was successfully implemented, and in a conscientious and professional manner even when dealing with stressed customers.'

Outstanding...
Shaun Lay and David Roberts

Left to right: Jon Collyns, Shaun Lay, David Roberts and Gary James

Shaun, Assistant Procurement Manager and David, Procurement Officer, CD, have been nominated for their recent efforts on the re-tendering of the Agency Worker Team contract, amongst a year of constantly good work.

Nominator Jon Collyns, Procurement Category Manager, said: "They have spent many patient hours drawing together the tender document and are now evaluating the responses.

"They have showed real application and knowledge in their dealings with a multi-million pound contract that affects every area of the authority."

Above and beyond ...
Burwell House Team

Burwell House Team

"Every member of the team right from the Head of Centre to the kitchen assistants have worked above and beyond their duties over the last few months due to substantial essential building works taking place at the centre.

"The team have cleared the grounds, made beds, made curtains, gardened and worked towards making Burwell House even better than it was before.

"We are a team that works together to provide our customers with a warm, friendly and safe environment and the upheaval that has resulted in these last few weeks has shown just how great and hard working all the employees are."

Invaluable...
Dawn Rogers

Dawn Rogers

Dawn Rogers, formerly a Communications and ICT Support Officer for the CYPS Communications Team, was nominated by Alexandra Rees, Senior Family Involvement Worker and Liz Chambers, Family Involvement Worker.

Both described Dawn's help as 'invaluable' and said they very much appreciated her support with their work in the Bar Hill, Papworth and Waterbeach Children's Centre. Dawn is now enjoying putting her feet up on maternity leave and received her bouquet whilst cuddling her new arrival Jasmine Eliza.

Amazing work...
Sally Kerley

Sally Kerley, CYPS

Sally is an Education Welfare Officer, CYPS. She has been nominated for her pro-active and caring attitude.

Nominator Bettina Ciupa, Admissions Officer, In-Year Applications, said: "Since Sally started to look after part of my area she has provided the most amazing work.

"Not only did she request to meet me before taking on her job, just to make sure she knew a bit more about Admissions, she has been ever so pro-active and caring for all the children and families who needed her help. I think she deserves a BIG thank you for her fantastic work."

Meet the... Research Group

Research delivers results (L-R) Gurjeet Rajania, Hendrik Grothuis, Sarah Chase, Rebecca Roebuck, Louise Meats, Michael Soper, Mark Henare, Vicky Head, Polly Jackson and Trevor Baker.

The Research Group, based at Shire Hall, Cambridge is CCC's central research and information provider. *Countywide* spoke to Gurjeet Rajania, Senior Research Officer.

What do you do? "We use information about the people and economy of Cambridgeshire to help plan CCC services. We work closely with many service groups and are able to offer expert advice and information on projects, surveys, consultations and bids going on throughout the Council."

What's new? "Our latest product helps us to become more targeted and offers a deeper understanding of the county. The Ward Profile Atlas displays key socio-economic data for the county wards. Helping us to answer 'who, what, where and when' questions for the authority. A number of other interactive atlases can also be found on our web pages.

"We are also proud to announce the relaunch of the Consultation Database. It is now more user-friendly, which we hope will encourage more employees to use it and add their consultations. This will ultimately make the database more useful to both staff and the public."

What is the Consultation Database? "CCC conducts many consultations, ranging from large-scale postal surveys to finely selected focus groups. With such a wide range of different consultations being carried out, a huge amount of information is being collected and the database helps the Council manage all this information."

Why should we use the Consultation Database? "It allows us to keep track of the variety of consultations that have taken place, are ongoing or proposed. It helps us share resources, reduce duplication of work and highlight any research gaps. Importantly in these challenging times this can help the authority save money."

How can people get involved? "If you have a consultation you want to add or simply want to browse the current consultations, just search 'Consultation Database' on CamWeb. Here you can also find guidance notes on how to add a consultation onto the database."

Want to know more?
Visit the CCC website www.cambridgeshire.gov.uk/business/research

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CCC faces £620,000 carbon charge

If CCC uses as much energy in 2010-11 as it did in 2009-10 it could have to pay a charge to Government of at least £600,000 for the year. This will be based on a fixed price per tonne of carbon dioxide.

The charge relates to the Carbon Reduction Commitment Energy Efficiency Scheme (CRCEES). In the October Spending Review it was announced the way the scheme will work is to be changed, and it becomes an even bigger financial incentive for participating organisations like CCC to reduce their CO_2. The charge amount for 2011-12 will be confirmed in the budget next year, but could rise further in the years following.

John Onslow

Acting Executive Director of Environment Services John Onslow said, "We all have a role in reducing carbon emissions, especially in the areas we have the most control and influence over - our office buildings, fleet vehicles and business mileage. Even small behavioural changes all add up, so we expect everyone to switch off monitors when you step away from your desk, switch computers off at the end of the day, turn off lights in empty rooms and work towards reducing business mileage."

"CCC has a rolling target to reduce CO_2 by 2% a year and an aspirational target to reduce it by 30% over five years."

The new charge will be levied on carbon dioxide emissions relating to all council buildings, including schools, and street lighting. Together these make up 57% of our total footprint. Once we've added emissions from business travel, our fleet vehicles and most of the frontline services delivered by other organisations on our behalf, the total for CCC is about 90,000 tonnes of CO_2. This is roughly the same as the previous year. Collation of this data by Environment Services is a fairly new process involving services in all parts of the Council. Improvements in data quality have already been made since the first year and we are starting to note reductions in some areas.

Did you know...?
90,000 tonnes was the amount of carbon dioxide emitted by Council services in 2009/10 (the same as last year).

A full breakdown of the Council's carbon emissions can be seen on CamWeb, type 'carbon emissions' into the search box.

IN THE SPOTLIGHT: county farms

CCC farms have, for the past 100 years, provided a valuable step onto the farming ladder for tenant farmers. They also give the Council an important stream of income. But with the cuts in government spending, some councils are now looking at whether they retain or dispose of their estates.

Arable Fenland tenant farm, ready for potatoes.

CCC currently has around 30,000 acres on farmland with 240 farm tenants, more than any other authority in England and Wales.

Countywide spoke to John MacMillan, Rural Estate Manager, to find out what CCC has planned: "Over the past decade we have made targeted sales of the Farm Estate, averaging £3m a year and we will continue with this. We are under pressure because of the spending review, but there are no plans to sell any more land than we have previously identified. We are looking to introduce new sources of income."

County farms help new tenants into the farming field and the money raised also helps fund other frontline CCC services.

The newest of the counties 240 tenants is Matthew Murfitt of Denver Farm in Littleport. He is following in the footsteps of his grandfather and father who were also tenants of CCC's Farms Estate.

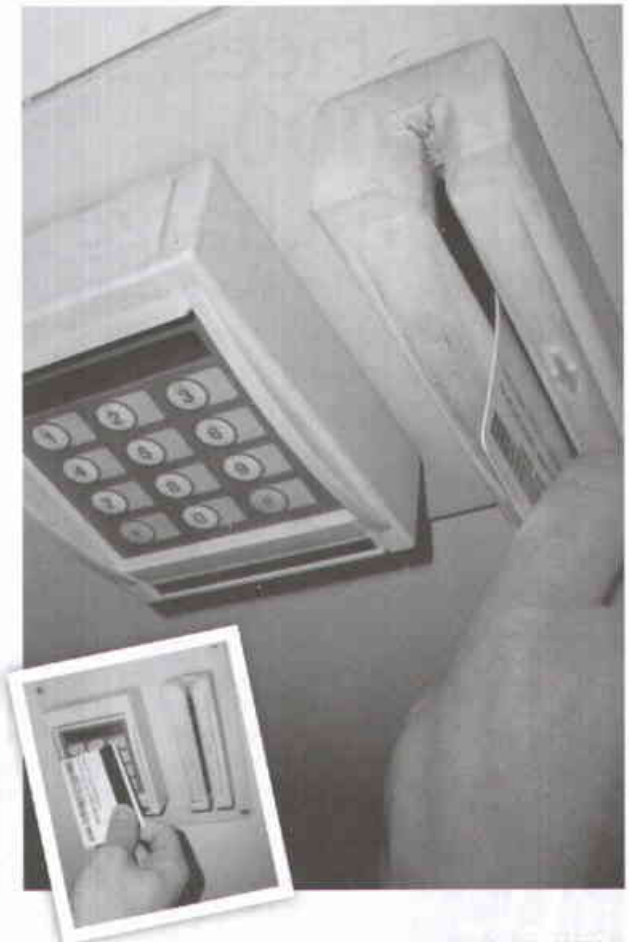
Councillor John Reynolds, who handed over the keys to Matthew, and his fiancée Zara, in November said: "CCC is delighted to be able to give new tenants a chance to build a career and develop a farming business.

"Not only does this mean we can help provide jobs in our rural communities as well as encourage the continuation of farming but also gives the Council an extra stream of income."

Celebrating a new tenancy (l-r) Robert Smyth, Principal Management Surveyor (Rural); Cllr John Reynolds; Matthew Murfitt, tenant farmer and his fiancé Zara Holland at Denver Farm, Littleport.

Access all areas... 24/7

Many employees have 24/7 access to CCC buildings with access control systems. Reasons are for business continuity and range from needing to update IT, to needing emergency access.



But, if you are planning a visit to the site, outside of normal working hours, you must now complete an out-of-hours request form.

By completing this, your request for access is logged with the business support helpdesk. Your staff card is then checked for access levels and onsite security guards are informed of your planned visit so buildings are unlocked and alarms are switched off in the correct areas.

It also ensures that security know you're going to be on site, which complies with health and safety and lone working policies.

No form, no access
You will not be allowed to remain in the offices outside normal hours or enter the offices at weekends or bank holidays unless you have completed this form.

Normal office access hours
06.50 - 19.15 hours Monday to Friday excluding bank holidays.

If you have any issues or problems with this procedure contact Alison Hurley, Facilities Services Manager, 715556

Green team challenge

A new, user-friendly way for teams to audit their environmental performance is being launched in the new year.

Environment and Climate Change Officer Susan Haylett explained, "Teams will be able to complete a simple online form, with questions on topics like heating, paper use and travel. They will then receive a tailored action plan, with some easy suggestions as to how they can make their office a little bit greener, and reduce the strain on energy, resources and budgets at the same time!

"Help will be on hand for teams taking the challenge, as well as plenty of informative online guides and resources. We want as many teams as possible to get involved during this voluntary stage. Look out for more details in the next issue of *countywide*. Contact greenteamchallenge@cambridgeshire.gov.uk.

Employee energy guides

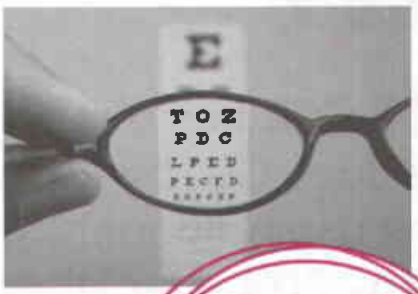
An updated energy saving guide for corporate offices and a new guide especially for libraries and archives are now online.

Just search 'Environmental briefing sheets' on CamWeb.

Did you know...?
CCC's energy costs (electricity, gas, oil, water) were nearly £10 million in 2009/10.

To do your bit for the environment why not request some 'switch-off stickers'. Email enviroment.promotions@cambridgeshire.gov.uk or call 728584

Eye, eye... here's an offer



If you spend the majority of your time working with a computer you are entitled to have an annual eye test paid for by CCC, irrespective of the type of employment contract you have.

Eye test vouchers cover the cost of eye tests; this means that you do not have to wait to be reimbursed for the cost of an eye test.

How to get an eye test voucher
To obtain an eye test voucher complete the online 'Eye Test Voucher Request Form' prior to having your eye test. The cost of the eye test will be recharged to your manager's budget. Vouchers are generally issued the same day to work or home addresses or can be collected from the Shire Hall site.

If you don't have online contact Barbara Mulcahy, Business Support Officer (Risk) Health & Safety, CD on 01223 699124.

Did you know...?
Over 339 employees have requested eye care vouchers and 856 employees requested eye care.

More information about the scheme can be found on CamWeb, type 'eye voucher scheme' into the search box. You can also check where you can use eye care vouchers at www.eyecarevouchers.co.uk

Considering coaching?

Free one-to-one personal development coaching is available to everyone working at CCC.

Coaching can help you develop specific knowledge and skills within your role to enable you to make the best use of your talents.

Coaching is flexible and is tailored to your individual development needs. It's effectively used in organisations to build better interpersonal or management skills, and can help you with challenges such as: handling conflict, decision making, work-life balance, confidence, career and managing change.

What are the benefits?

Personal development coaching can provide you with a valuable source of immediate and practical support, focusing on:

- enhancing self-awareness
- improving interpersonal impact
- managing pressure through effective time management
- improved motivation
- improving relationships
- effective team leadership
- strategic thinking
- improved self confidence
- improved decision making
- achieving work-life balance

The content of all coaching sessions is always confidential. Best of all – coaching is a free way to boost your development.

For more information, or to register your interest, contact Marie-Christine Brummel, OD and Learning Adviser, 699698, or email marie-christine.brummel@cambridgeshire.gov.uk

Budget guide to growing your career

In challenging times, it's vital that everyone is supported and equipped to contribute their best.

There are many different ways that you can learn and develop – it doesn't just mean attending a training course.

Discuss your skills gaps with your manager. Once you've agreed your learning objectives, consider if any of the following, cost neutral activities, could be used to meet them:

- Mentoring
- Coaching
- e-learning
- Knowing and Doing toolkit
- Work shadowing
- Secondments

Information on all these activities is available on CamWeb – just type the name of the activity you are interested in into the search box or call Michele Austin, OD & Learning Manager, 699349.

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The best investment you will possibly ever make is a phone call away

Whether it's paying for food, university, car repairs, or the latest phone bill, it's a fact that the majority of us have concerns about money. But what if there was a way to substantially reduce one of your major household bills and actually earn money at the same time? Sounds too good to be true perhaps, just another of those recorded message phone calls that end up in some sort of scam? I would have said the same until I went along to get the truth out of local business man Paul Shiels who is co-founder of a Biggleswade based company known as G.R.E.E.N Ltd

'The Government is very worried about carbon emissions and has stated it will attempt to reduce the country's output by 80% over the next forty years.' explains Paul 'One way of doing this is by providing energy from alternative sources – wind, hydro and solar power.'

'G.R.E.E.N Ltd, via the MCS (Micro-generation scheme), are Government approved designers and installers for PV solar energy panels – simple, roof fitted, sets of photovoltaic cells that harness the power of the sun and put that renewable energy to work in your home.

'The sun is an amazing source of energy. Enough sunlight falls on the earth every minute to meet the world's energy demands for an entire year. At the moment every individual has the right to collect and use that energy for our homes and as of April 2010, thanks to a new Government scheme from the DECC called the Feed-in tariff, everybody who invests in the environment and the future in this way can make a healthy profit from it too.

'It's still a little known fact, but the FIT is a twenty-five year, index linked, tax free scheme which pays 41.3p per unit as well as offering free electricity for the household each year. This equates to earnings of more than £1,400 per year (for a 4KW system) or £52,000 for the full 25 years, as well as significant savings on your personal electricity bill – a massive 12% annual return on investment – truly enormous compared with the average interest rates on savings or investments.'

G.R.E.E.N Ltd is a small, local, friendly company who really know what they are talking about. 'The average system that we install saves up to 40 tons of CO2 emissions over the 25 years – that's the same weight as 25 Ford Mondeo cars. Choosing this sort of renewable energy really makes a difference.' enthuses Paul. The company have invested heavily in this sector and will within the next month be opening the first Solar PV specific showroom in Biggleswade. Customers can view panels, inverters, get a greater understanding of how the systems work and view a small roof display highlighting how the panels are fitted to the roof. Additionally, experienced sales people will be on hand offering advice on a whole range of issues relating to Solar PV. Without professional advice choosing the right system for your home and lifestyle can be complicated and in order to benefit from the FIT scheme the installers must be Government approved. Anyone interested in making money and lessening their carbon footprint can come along and view the systems for themselves and receive all the specialist advice and support that they need.'

So for down-to-earth, helpful advice as well as the all-round benefits of a lower cost of living, earning more through your home and a clear conscience that comes from taking substantial steps towards a healthier environment, contact G.R.E.E.N Ltd.

Paul ended by adding: 'The Government's recent cost cutting exercises had originally identified the FIT as a possible source of budget reduction. It's a huge bonus to all involved in the solar industry and ultimately all future potential customers that, upon review, the consensus was to leave the FIT alone and free from reduction. The Government's support of this 25 year scheme is paramount and once again by leaving it alone they have reaffirmed their support of it.'

INSTALL SOLAR PANELS ON YOUR ROOF TODAY
AND EARN AS MUCH AS £1400 PER YEAR FOR THE NEXT 25 YEARS
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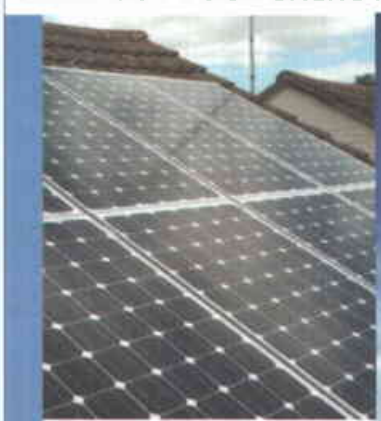
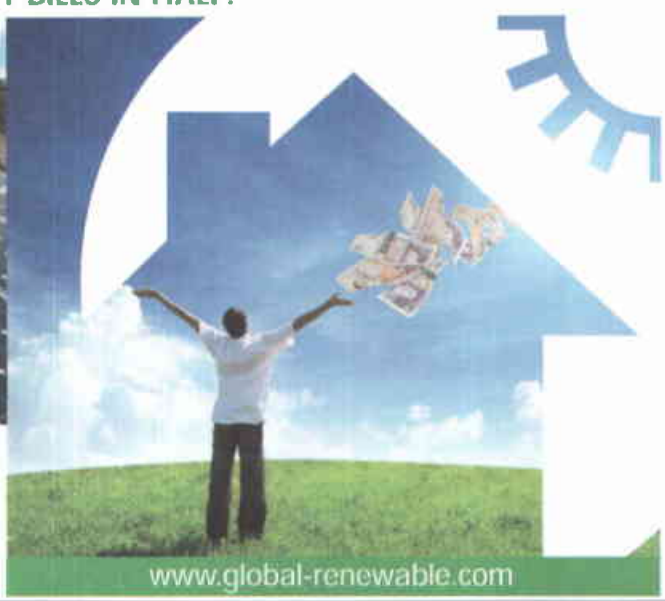




G.R.E.E.N.
Global Renewable Electrical Energy Network

For more information call 01767 317806 email pauls@global-renewable.com visit www.global-renewable.com

Cutting dead wood saves the forest

Our Application Strategy covers all the things that you use your computer for, and the software that makes this possible.

Knowing what you rely on is the first step to making sure that systems are appropriately managed and fit for purpose.

Over the last couple of months we've created an application register and begun gathering information about how each system is used and supported, what the impact of failure would be and contract renewal dates.

We've made good progress, but still have a number of unconfirmed records and believe that other systems might be in use that we aren't aware of.

The register is available from CamWeb (search for 'Application Register'), so why not have a look and check we've got everything right for your systems? The application strategy also encourages use of existing/standard products wherever possible, and requires all new systems/software to go through a mandatory application review.

For more information type 'Application Register' into the CamWeb search box.

Did you know...?

...196 pieces of desktop software are on our approved products list.

...383 significant IT systems listed on our register.

...6000MB of storage space saved by deleting IT systems no longer used (that's equivalent to a 55 metre high stack of books!).

Our wonderful website

Improvements to our www.cambridgeshire.gov.uk website are complete.

Customers can:

- rate pages on how useful the information is, share pages using RSS feeds and social media such as Facebook and Twitter
- find information easier with improved layout and accessibility enhancements

Service breaks

We rely heavily on IT to deliver services, but twice a month some of our systems have to shut down for essential maintenance.

Countywide spoke to Andy Spurgin, Service Support Team Manager.

How are breaks scheduled?

"A timetable is set out a year in advance. Sundays are chosen to minimise disruption. Some work is planned in advance, but work to rectify problems on servers can only be planned as they arise."

Who does the work?

"Mostly the Service Support team, part of the Operational Support Group in IT. But sometimes other teams from the IT Department or Serco (who look after our networks) will be involved.

"Service breaks can take anything from four hours to all night. Recently those involved worked from 8am Sunday until 2am Monday."

What happens on a service break?

"Once the proposed work has been agreed the owners of the affected services, and stakeholders, are informed. An email is sent the Wednesday before to notify employees which services will be unavailable.

"The work ranges from operating system updates, application updates and server maintenance, to a complete shutdown of all servers for major network or electrical work.

"For big shut downs the order of powering down and restarting servers was planned in detail. We worked with FM, Virgin Media and Serco to ensure work was completed with time to test systems ready for the next day."

For information on upcoming service breaks type http://camweb.ccc.cambridgeshire.gov.uk/default.htm?

Remember memory sticks

Only CCC encrypted USB memory sticks may be used, where use of a memory stick is absolutely necessary, to protect the Council's data security. Use of ANY other type may be a disciplinary offence unless a Service Director has granted an exemption.

The password of the encrypted USB stick MUST be in active use for data to be secure. If you need an encrypted USB stick or advice on its use, contact the Business Support Helpdesk, 717333.

For more information type 'encrypted stick' into the CamWeb search box.

Driving down the drive alone

The Annual Travel Survey is showing real results.

CCC employees are driving into work alone less than ever before – that's the headline results from the Annual Travel Survey, conducted by the Cambridgeshire Travel for Work Partnership.

The drive alone figure has dropped a massive 10% from last year's figure of 54.9% to 44.9%. This marks a really positive shift by colleagues from driving alone to either car sharing, walking, cycling or using public transport. More colleagues are choosing to work flexibly too, from their home or touchdown centres, reducing their need to travel.

If you're tired of driving into work alone and want to work and travel more flexibly, visit the travel pages on CamWeb for ideas on how to change your travel habits: http://camweb/es/er/emacc/travel/

Full results of the survey are published on CamWeb, including site by site breakdowns, type 'Travel Survey' into the search box.

Catch the bus

Driving into Cambridge during the dark winter months isn't much fun. Let someone else do it for you.

A privately run bus called CB3 operates daily, calling at March, Wimblington, Doddington, Chatteris, Sutton, Witcham Toll, Haddenham, Wilburton and Cottenham, stopping in Cambridge at Shire Hall.

Fares range from £5.35 to £6.50 per day depending on location. Regular and casual users are welcome and it's open to all; CCC employees, family and friends.

Lorries show true grit

Our Highways Team has been out at all times of the day and night thanks to a stockpile of 13,000 tonnes of salt at the start of the winter season. Over 40% of Cambridgeshire's roads and most bus routes have been salted, using around 250 tonnes of salt on each run.

They've been driving CCC's fleet of 38 road treatment trucks, including seven new vehicles named by local school children:

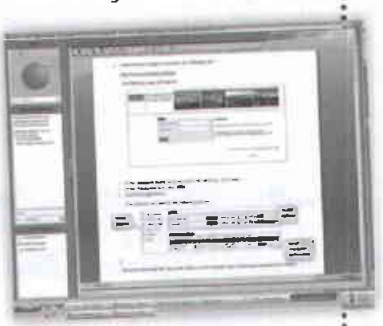
Gritannia
Snow Patrol
Gritterbug
I.C. Gritter
Snowy Joey
Skidon't
Snow Worries

Gritter Twitter

Keep up to date with when our gritters are going out by following CCC on Twitter and on our Facebook page.

Change the way you pow wow

Meeting Exchange is all set to revolutionise the way we work.



It's a web based collaboration tool which will enable you to meet, chat, share documents and brainstorm all from the comfort of your own desk, car or home.

It's available now, is free to use and means you can show a colleague something or share a document with them on their computer without standing anywhere near them, meaning you can take part in a web conference from home, on the road or from a Touchdown Centre.

Gary Fairhead, Network Analyst, Technical Strategy and Architecture explained, "It's perfect for big meetings (hosting up to 80 callers) right down to one to ones and you can also invite external partners, suppliers and contractors to join in, so it's a truly versatile, flexible and efficient way to hold meetings of any kind."

If you haven't heard of Meeting Exchange or you have and you'd like to know more, attend one of the training workshops happening in the new year. Visit CamWeb for dates and times: http://camweb.ccc.cambridgeshire.gov.uk/cd/cst/IT/ittrain/corporate/cmex.htm

Latest weapon in CCC's gritting armoury

CCC's new gritting quad bike is being used to treat footpaths, cycleways and off road cycle/footpaths in hard to reach areas.

Quad bike warriors - John Taylor, left, and Dave Crowther. Photo courtesy of the Cambridge News

Campaign **Kick Ash** wins **award**

Congratulations to those involved in the Kick Ash smoking reduction campaign for scooping silver at the CIPR East Anglia Pride Communications Awards.

The pilot project beat some stiff competition in the Public Sector Communications category, including the national ChangeforLife campaign and is down to the hard work of Matthew Hall (Communications), Diane Fenner and Cathy Murphy (PSHE) and Theresa Williams and David Broughton (Trading Standards), colleagues in NHS Cambridgeshire and the young people at Bottisham Village College.

Kick Ash encourages young people to lead on activities, including promoting the campaign in the local media, lobbying local MPs for support, preventing underage sales of tobacco, supporting younger people at risk of smoking and helping to develop stop smoking services for younger people.

Kick Ash is now being rolled out to four other schools - Swavesey Village College; Sir Harry Smith Community College, Whittlesey and St Peter's School, Huntingdon.

Kick Ash winners (l – r) Theresa Williams, Trading Standards; Matthew Hall, Community Engagement Communications Officer; Ellen Nicholson, NHS Cambridgeshire

Results of the catering survey are in

Postage stamps will be available in all serveries. The coffee machine in the Bailey Rooms has been adjusted to serve a full measure of richer coffee. Homemade soup will be available daily in the Bailey Rooms.

Extra amounts of homemade soup will be served in the Castle Court servery due to its popularity and also a greater selection of bread will be available.

A wider selection of 'healthy eating' products will also be available.

These are the results of the Cambridgeshire Catering Services (CCS) recent annual catering survey. It was carried out to help develop the services on offer to employees at Castle Court, Shire Hall and the Bailey Rooms, Cambridge and CCS would like to thank all of you who completed it.

CCS will be holding prices until the new financial year - this means that the 2.5% VAT increase in January will not be passed on to you.

S&J Blinds
50% OFF
ALL WOODEN AND SELECTIVE BLINDS
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www.sandjblinds.co.uk

That's my job... Claire Roberts, Customer Service Advisor

Q What do you do?

A I work for the Contact Centre in St Ives and it's a very busy role. I take calls on behalf of South Cambridgeshire District Council and deal with calls relating to social housing, benefits, refuse, council tax, rents and electoral services, to name a few.

I also take calls for blue badges and help with the blue badge admin, which entails printing off renewal letters and actually making the badges that are sent to customers.

On top of that I take calls for CCC's Families Information Service and am the service lead for the housing service which entails helping keep business rules up to date, being a point of contact for colleagues if they have any questions.

I also set up and deliver training for the Contact Centre team.

Q Best and bad bits?

A The best bit of the job is dealing with different customers day in and day out, no two telephone calls are the same and I certainly can't say the job is boring!

Unfortunately due to the nature of the job and some of the services, we do sometimes have to deal with irate and upset customers, which can be difficult at times.

Q What makes you stay?

A I enjoy the variety of calls. It's also very satisfying to deliver customer service to the best of my ability to residents within the Cambridgeshire area.

Q What do you get up to outside of work

A I have recently started a second job at a hotel close to home, where I enjoy meeting new people. I also help out at a local brownie and rainbow pack, which I thoroughly enjoy as it can be really rewarding.

Did you know...?

The Contact Centres handles: around 40,000 calls a month, this equates to 1,300 calls a day. 95% of all calls are answered, 75% of which are done so within 20 seconds.

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Modern Languages

New courses are shown in bold Course	Day	Time pm (unless otherwise stated)	Start date	No. of weeks	Tuition fee (£)
Daytime					
Spanish absolute beginners level 1	Sat	10am-12 noon	22 Jan	10	90
Spanish beginners level 2	Sat	10am-12 noon	22 Jan	10	90
Italian absolute beginners level 1	Sat	10am-12 noon	22 Jan	10	90
Evening					
Arabic absolute beginners level 1	Thurs	7.00-9.00	20 Jan	10	95
Arabic beginners level 2	Mon	7.00-9.00	17 Jan	10	95
Arabic improvers	Wed	7.00-9.00	19 Jan	10	99
Chinese absolute beginners level 1	Wed	7.00-9.00	19 Jan	10	95
Chinese beginners level 2	Wed	7.00-9.00	19 Jan	10	95
Chinese improvers	Thurs	7.00-9.00	20 Jan	10	99
French absolute beginners level 1	Wed	7.00-9.00	19 Jan	10	90
French beginners level 2	Tues	7.00-9.00	18 Jan	10	90
French beginners level 3	Mon	7.00-9.00	17 Jan	10	90
French improvers	Wed	7.00-9.00	19 Jan	10	95
French advanced conversation	Mon	7.00-9.00	17 Jan	10	95
German absolute beginners level 1	Mon	7.00-9.00	19 Jan	10	90
German beginners level 2	Mon	7.00-9.00	17 Jan	10	90
German beginners level 3	Wed	7.00-9.00	19 Jan	10	90
German improvers	Mon	7.00-9.00	17 Jan	10	95
German intermediates	Thurs	7.00-9.00	20 Jan	10	95
Greek (modern) absolute beginners level 1	Mon	7.00-9.00	17 Jan	10	95
Greek (modern) beginners level 2	Wed	7.00-9.00	19 Jan	10	95
Greek (modern) improvers	Tues	7.00-9.00	18 Jan	10	105
Italian absolute beginners level 1	Thurs	7.00-9.00	20 Jan	10	90
Italian beginners level 2	Thurs	7.00-9.00	20 Jan	10	90
Italian beginners level 3	Tues	7.00-9.00	18 Jan	10	90
Italian improvers	Mon	7.00-9.00	17 Jan	10	95
Italian intermediates	Mon	7.00-9.00	17 Jan	10	95
Japanese absolute beginners level 1	Tues	7.00-9.00	18 Jan	10	95
Japanese beginners level 2	Mon	7.00-9.00	17 Jan	10	95
Japanese improvers	Tues	7.00-9.00	18 Jan	10	99
Polish absolute beginners level 1	Mon	7.00-9.00	17 Jan	10	99
Polish beginners level 2	Mon	7.00-9.00	17 Jan	10	99
Portuguese absolute beginners level 1	Mon	7.00-9.00	17 Jan	10	95
Russian absolute beginners level 1	Tues	7.00-9.00	18 Jan	10	95
Russian beginners level 2	Thurs	7.00-9.00	20 Jan	10	95
Spanish absolute beginners level 1	Tues	7.00-9.00	18 Jan	10	90
Spanish beginners level 2	Mon	7.00-9.00	17 Jan	10	90
Spanish beginners level 3	Wed	7.00-9.00	19 Jan	10	90
Spanish improvers	Mon	7.00-9.00	17 Jan	10	95
Spanish intermediates	Mon	7.00-9.00	17 Jan	10	95
Spanish advanced conversation	Tues	7.00-9.00	18 Jan	10	95
Turkish beginners level 2	Tues	7.00-9.00	18 Jan	10	99

English as a Foreign Language (EFL)

Business & Professional English	Thurs	7.00-9.00	20 Jan	10	95
EFL - pre-intermediate*	Tues	7.00-9.00	18 Jan	10	95
EFL - intermediate*	Tues	7.00-9.00	18 Jan	10	95
EFL - upper intermediate*	Tues	7.00-9.00	18 Jan	10	95
EFL - advanced*	Tues	7.00-9.00	18 Jan	10	95
Report writing & presentation skills	Thurs	7.00-9.00	20 Jan	10	95
IELTS Preparation Course	Thurs	7.00-9.00	20 Jan	10	95

*Assessment & guidance takes place during the first session. **Please arrive at 5.50pm** for this session.

Professional Training

Basic book-keeping	Tues	7.00-9.00	18 Jan	8	79
Book-keeping SAGE accounts	Mon	7.00-9.00	17 Jan	10	99
Design & build your own website	Wed	7.00-9.00	19 Jan	10	150
Use of Excel spreadsheets & file management - beginners	Wed	7.00-9.00	19 Jan	5	49
Use of Excel spreadsheets & file management - improvers	Wed	7.00-9.00	28 Feb	5	49

Counselling

Daytime					
Advanced Certificate in Counselling Psychodynamic unit 4 VQ09 (new AQA spec)	Tues	9.30am-12.45	18 Jan	10+1.5 Sat. w/shops	377*
Cognitive Behavioural Theory unit 5 VQ10	Tues	9.30am-12.45	26 Apr	9+2 Sat schools	377*
Evening					
Counselling skills - taster workshop for begs	Wed	6.15-7.45	5 Jan	1 session	15
Introduction to Counselling skills	Tues	6.30-8.30	18 Jan	10	99
Certificate in Counselling skills level 2 (New AQA specification)	Thurs	6.15-9.00	20 Jan	21+3.5 Sat. schools + 2.5 work shops	599*

* Excluding the cost of examination fees (based on 2008-09 figures). Intermediate course, £100.25. Advanced course psychodynamic unit £74.55)

Saturday Schools

New courses are shown in bold Course	Day	Time pm (unless otherwise stated)	Start date	No. of weeks	Tuition fee (£)
Spanish absolute beginners level 1	Sat	10am-12noon	22 Jan	10	90
Spanish beginners level 2	Sat	10am-12noon	22 Jan	10	90
Italian absolute beginners level 1	Sat	10am-12noon	22 Jan	10	90
Photography on location workshop	Sat	10am-4.30	12 Feb	1	45
	Sat	10am-4.30	5 Mar	1	45 or £85 for both
Bee-keeping	Sat	10am-12.00	22 Jan	5+1 practical session	60 in April
Body conditioning	Sat	10am-11am	22 Jan	10	45
Stretch & relaxation	Sat	11am-12noon	22 Jan	10	45 or £85 for both
Bicycle maintenance - spring into action	Sat	10am-2.00	12 Feb	1	25
Colour, style & make-up workshop	Sat	10am-3.30	12 Feb	1	35**
Flower arranging-bridal flowers	Sat	10am-3.30	12 Feb	1	35**
Recycled jewellery workshop	Sat	10am-2.00	12 Mar	1	25*
Easter card-making workshop (3D decoupage & iris folding)	Sat	10am-1.00	12 Mar	1	20*
Bicycle maintenance - spring into action	Sat	10am-3.00	12 Mar	1	25
Clothes, accessories & image impact	Sat	10am-3.30	12 Mar	1	20*
Cookery - kitchen confidence ‡	Sat	10am-1.00	12 Mar	1	80
Fascinator workshop	Sat	10am-3.00	12 Mar	1	30***
Flower arranging - mothers day gifts	Sat	10am-3.30	12 Mar	1	35**

* An additional £5 material fee applies to this workshop ** An additional £8 material fee applies to this workshop † An additional £10 material fee applies to this workshop
‡ This workshop is provided at the Cambridge Cookery School, Purbeck Road, off Hills Road

Recreational

Dance					
Ballroom dancing absolute beginners	Mon	6.00-7.30	17 Jan	10	69
Ballroom dancing - the next step	Mon	7.30-9.00	17 Jan	10	69
Egyptian belly dancing	Thurs	6.00-7.30	20 Jan	10	69
Salsa dancing - the next step	Wed	7.30-9.00	19 Jan	10	69
Health & Well-being					
Aerobics	Wed	6.00-7.00	19 Jan	10	45
Belly-fit	Tues	6.00-7.00	18 Jan	10	45
Chi gung/T'ai chi - beginners	Tues	7.15-8.45	18 Jan	10	69
Indian head, neck & shoulder massage-beginners	Thurs	7.00-9.00	20 Jan	8	75
Life coaching & self-development	Tues	7.00-9.00	18 Jan	8	75
Pilates - absolute beginners	Fri	5.00-6.00	21 Jan	10	55
Pilates - improvers (lower)	Wed	6.45-7.45	19 Jan	10	55
Pilates - improvers (higher)	Wed	5.30-6.30	19 Jan	10	55
Pilates - intermediates	Fri	6.00-7.00	21 Jan	10	55
Yoga Hatha-mixed ability	Mon	7.00-9.00	17 Jan	10	90
Writing & Media					
Creative writing - introduction	Tues	7.00-9.00	18 Jan	10	95
Continuing creative writing	Tues	7.00-9.00	18 Jan	10	95
Introduction to proof-reading	Thurs	7.30-9.00	20 Jan	8	69
Other					
Acting for fun	Thurs	7.45-9.15	20 Jan	10	69
Cookery - easy entertaining‡	Wed	7.00-10.00	30 Mar	1	80
Latin for beginners	Tues	7.00-9.00	18 Jan	10	99
Music technology	Thurs	6.00-8.00	20 Jan	10	129
Singing for fun	Tues	7.00-9.00	18 Jan	10	89†
Wine appreciation	Tues	7.00-9.00	18 Jan	10	89††

† An additional fee applies to this course for the purchase of sheet music (no more than £15)
†† Additional costs apply to this course according to the wines tasted.
‡ This workshop is provided at the Cambridge Cookery School, Purbeck Road, off Hills Road

Art and Design

Art History	Mon	7.00-9.00	17 Jan	10	95
Ceramics	Mon	7.00-9.00	17 Jan	10	95*
Ceramics	Wed	7.00-9.00	19 Jan	10	95*
Ceramics	Thurs	7.00-9.00	20 Jan	10	95*
Drawing, the basics	Wed	7.00-9.00	19 Jan	10	95
Drawing, the next step	Mon	7.00-9.00	17 Jan	10	95
Illustration for picture books	Thurs	7.00-9.00	20 Jan	10	95
Interior design	Tues	7.00-9.00	18 Jan	10	95*
Interior design - the next step	Wed	7.00-9.00	19 Jan	10	95*
Life drawing	Thurs	7.00-9.00	20 Jan	10	95**
Painting for beginners	Wed	7.00-9.00	19 Jan	10	95
Painting exploring mixed media	Fri	6.30-9.00	21 Jan	8	95†
Painting oils & acrylics	Tues	7.00-9.00	18 Jan	10	95
Painting oils & acrylics	Fri	6.30-8.30	21 Jan	10	95
Photography digital-beginners	Tues	7.00-9.00	18 Jan	10	95
Photography digital-beginners	Thurs	7.00-9.00	20 Jan	10	95
Photography digital-the next step	Wed	7.00-9.00	19 Jan	10	95
Photography digital-the next step	Thurs	7.00-9.00	20 Jan	10	95
Photography on location workshop	Sat	10am-4.30	12 Feb	1	45
Photography on location workshop	Sat	10am-4.30	5 Mar	1	45 or £85 for both
Photography traditional-beginners	Mon	7.00-9.00	17 Jan	10	95*
Photography traditional & digital-improvers	Tues	7.00-9.00	18 Jan	10	95*
Photoshop (Adobe)-beginners	Tues	7.00-9.00	18 Jan	10	99
Portraiture	Tues	7.00-9.00	18 Jan	10	95**
Watercolour painting	Mon	7.00-9.00	17 Jan	10	95
Recycled jewellery workshop	Sat	10am-2.00	12 Mar	1	25*
Easter card-making workshop (3D decoupage & iris folding)	Sat	10am-1.00	12 Mar	1	20*

‡ Fees exclude examination registration costs. †An additional £10 material fee applies to this course. *An additional £15 material fee applies to this course. **An additional £20 material fee applies to this course.

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